Process	*Delete Vouchers*
Process Number	*AP-013*

Description of Process

This process allows the user to delete vouchers that are entered in error. User can delete vouchers one at a time on the Account Information Panel under Use Voucher or delete several vouchers at once on the Delete Voucher Panel under Process Voucher Delete. Vouchers with a posted status, that have been selected for payment, or that have any portion paid cannot be deleted. User can only select vouchers that are eligible for deletion. Once a voucher is deleted, it no longer appears online.

Input to Process

Agency user determines voucher entry in error.

Output of Process

The output will be a deleted voucher that cannot be viewed again. Once a voucher has been deleted, user cannot undo the deletion.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Process	Voucher Delete
Use	Voucher
Inquire	Voucher
	Voucher Detail Charges
	Voucher Accounting Entries

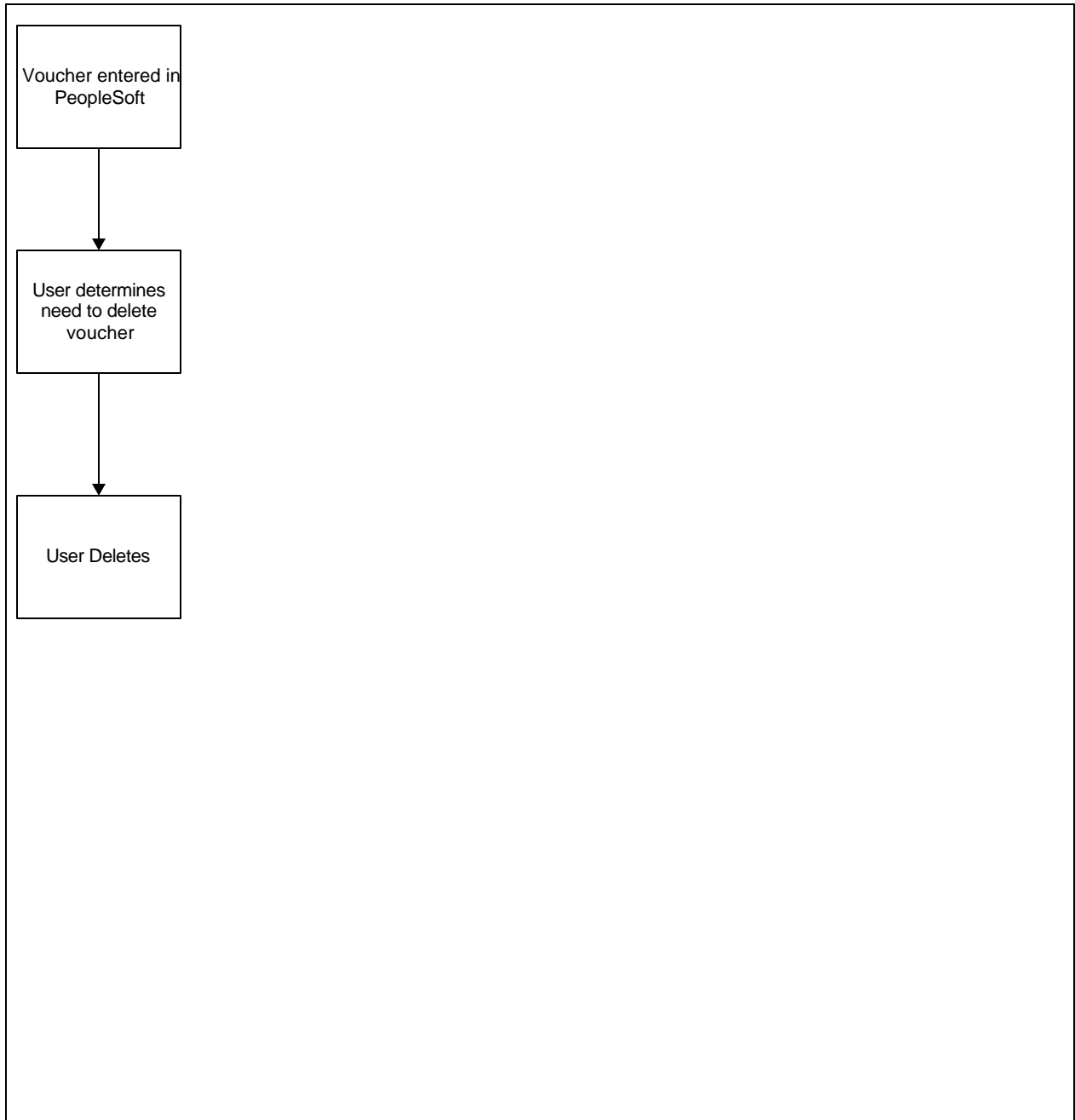## Business Process Description

Process Description	Responsibility (Agency/Centralized)
<u>Step 1:</u> **Identify Voucher Entry in Error** User determines voucher was entered in error and should not process further.	Agency
<u>Step 2:</u> **Delete Voucher** User can select only those vouchers that are eligible for deletion. Vouchers with a posted status, that have been selected for payment, or for which any portion has been paid cannot be deleted. Once a voucher is deleted, you cannot retrieve it or undo the deletion. User can delete a voucher that is entered as a manual or a wire payment. The manual payment will not be deleted and can be applied to another voucher.	Agency
<u>Step 3:</u> **Delete Action Entered by User** User can delete voucher one at a time on the Use-Voucher-Account Information Panel or delete several vouchers at once on the Process-Voucher Delete-Delete Voucher Panel. The user can view the Voucher Details Panel to be certain they have retrieved the correct voucher for deletion. If a voucher is deleted, the user will get a confirmation message. If you choose to continue, the voucher will be deleted from the database and you will receive another message verifying the deletion.	Agency

Forms Used with Process

None

Process Flow Diagram (if appropriate):

```
┌──────────────────┐
│ Voucher entered in│
│    PeopleSoft     │
└──────────────────┘
          │
          ▼
┌──────────────────┐
│  User determines  │
│  need to delete   │
│     voucher       │
└──────────────────┘
          │
          ▼
┌──────────────────┐
│                   │
│   User Deletes    │
│                   │
└──────────────────┘
```

APPROVAL FORM

SIGNER	ROLE	APV	NOT APV	DATE
Kay Reid	DOAS Project Lead			03-08-99
Charmane Miller	THG Project Lead			03-09-99
Dorothy Tarrer	Design Analyst			03-15-99